

~~RESTRICTED~~
Security Information

OFFICE MEMORANDUM - U. S. GOVERNMENT

TO: All Personnel, Map Library Division DATE: 12 December 1952

FROM: Chief, Map Library Division

SUBJECT: CIA/D/GL Regulations and Procedures

RESCISSION: Memorandum to Map Library Division Personnel, dated 23 Sept. '49

1. LEAVE

25X1 A. CIA Regulation [] 6 January 1952 is attached and currently applies to the Map Library Division. Your attention is called to the following sections:

25X1 1) Working Hours. [] The normal official working hours for all activities of the Agency are from 0830 hours to 1700 hours. Thirty minutes are allotted for lunch.

25X1 2) Annual Leave. [] This entire section on annual leave should be read carefully. (See attached CIA Notice [] rescinds [] of [] 25X1

25X1 3) Sick Leave. [] This entire section on sick leave should be read carefully. Note the conditions under which sick leave is granted, as listed in [] 25X1

25X1 B. The following points represent Map Library Division interpretations and/or additions to CIA Regulation [] which will be observed by all personnel of the Map Library:

25X1 1) Annual Leave. [] "The minimum charge for annual leave is one hour and additional leave will be charged in multiples of one hour." The practice of taking fractions of an hour on different occasions, adding the total of fractions, and recording the total as one or two hours, or more, of leave on any given day, is not to be followed in the Map Library.

25X1 2) Annual Leave. [] Annual leave of three days' duration or less may be granted by Branch Chiefs. Annual leave of more than three days' duration will be discussed by employee with the appropriate Branch Chief, who in turn will obtain approval from [] 25X1A9A

25X1A9A 3) Advance Annual Leave. [] Application for advance annual leave (i.e. annual leave not already earned) will be submitted to [] thru the appropriate Branch Chief. 25X1

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DATE: 16 Jan 80 REVIEWER: _____

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25X1 4) Sick Leave. [] When more than one day of sick leave is taken consecutively, the employee will call his Branch Chief on each successive day of sick leave, except in cases of extended illness. When three or more consecutive days of sick leave are taken, the employee must report by telephone to the Medical Office (ext. 2300) on the day he returns to duty. If the employee has taken sick leave for a communicable illness and/or for a period of 3 weeks or more, the employee is required to report to the Medical Office in person on the day he returns to duty. For periods of absence in excess of three days, the employee must make application for sick leave on Standard Form 71 and it must be accompanied by a medical certificate.

5) Advance Sick Leave. [] Application for advance sick leave (i.e. sick leave not already earned) will be submitted directly to Mr. Burt along with a certificate from the attending physician. 25X1

6) Leave Without Pay. [] Application for leave without pay will be submitted directly to []. 25X1A9A 25X1

25X1 7) Court Leave. [] An employee receiving notice of jury duty, or any other call to court, will bring the matter to the attention of Mr. 25X1A9A [], that the proper security steps may be taken.

25X1 8) Leave Balances. [] Request for leave balances will be submitted directly to []. 25X1A9A

2. SECURITY REGULATIONS

A. The following security regulations should be kept in mind by each employee of the Map Library:

- 1) No officer or employee may use official data for personal use.
- 2) Classified information may be disclosed only to authorized persons.
- 3) Classified information may not be discussed over the telephone.
- 25X1A9A 4) All speeches, publications and questionnaires must be cleared with the Agency thru [].
- 5) Taking or giving of unofficial courses of instruction must be cleared with the Agency thru []. In order to assure 25X1A9A sufficient time for security clearance, personnel must submit all requests at least two weeks prior to the planned commencement of the activity. Employees who are taking or giving unofficial courses of instruction without prior security clearance may be charged with a security violation.

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6) Social visits to the Auditorium by former employees are discouraged, but when they do occur the visit must be confined to the reception room.

7) Changes of name, address, telephone or marital status of employees must be reported to the Agency thru [] 25X1A9A

25X1A9A [] 8) Marriage to an alien requires prior Agency clearance thru []

25X1A9A [] 9) Private foreign travel requires prior Agency clearance thru []

10) Arrests, court proceedings and traffic accidents must be reported to the Agency thru [] 25X1A9A

11) Only the following authorized Agency credit reference should be used:

CIA
Personnel Office
2430 E St., N. W.
Washington, D. C.

Names of supervisors may not be used for credit references.

25X1A9A [] 12) Lost identification badges must be reported immediately to []

3. MISCELLANEOUS

A. The following miscellaneous information applies to the Map Library and should be observed by all personnel:

1) The attached memorandum on the subject "Property Passes" should be read and observed by all Map Library personnel.

2) Government Employees Health Insurance and Group Hospitalization payments will be collected on the first and second working day of each month.

3) All requests for special supplies, equipment, purchase items, forms, etc., should be given to [] in sufficient time that the requests may be filled before a critical need arises. 25X1A9A

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4) If an employee wishes his pay check mailed to him while on vacation leave, his verbal request should be given to by noon of Thursday a week preceding the payday.

25X1A9A

5) Personnel in the Office of the Chief should be called on the following extensions:

2161

2162

2505

25X1A9A

25X1A9A

Attachments:

1.
2.
3. Memorandum on Property Passes.

D/GL:

Distribution:

- 1 - each D/GL employee.
- 1 - each Info. Control employee.
- 1 - Ch/G

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